

Reclamation Manual

Policy

TEMPORARY RELEASE

(Expires 06/29/2007)

Subject: Mandatory Reclamation-wide Requirements and the Directives System (the Reclamation Manual)

Purpose: Establishes the responsibilities, processes, and directives system (the Reclamation Manual) for developing and maintaining official written communications that state the requirements that govern programs, procedures, and activities for accomplishing Reclamation's mission. The benefits of this Policy are improved communications and transparency both internally and externally.

Authority: 381 DM 1, *Directives Management*, and 200 DM 1, *Delegation of Authority*

Approving Official: Commissioner

Contact: Office of Program and Policy Services, 84-50000

1. **Policy.** Reclamation will establish and formally communicate, both internally and externally, comprehensive Reclamation-wide requirements related to delegations of authority, policies, programs, organizations, functions, responsibilities, processes, procedures, activities, etc., to successfully, consistently, and efficiently accomplish Reclamation's mission. Reclamation will manage an effective directives system,¹ known as the Reclamation Manual (RM), for these requirements to provide easily-accessible written documentation of all those requirements which are necessary and sufficient for the orderly management of Reclamation's operations and activities. All requirements within the RM are mandatory and constitute official Reclamation-wide Delegations of Authority, Policy, and Directives and Standards (D&S) requirements. The requirements in RM releases do not supersede statutory, regulatory, Executive Order, Office of Management and Budget (OMB), Secretarial Order, or Departmental requirements applicable to Reclamation.
2. **Definitions.**
 - A. **Reclamation Manual.** The RM serves as the repository for RM releases and as the link to supplements to higher-level regulations such as Federal Acquisition Regulations and Federal Property Management Regulations.
 - B. **Reclamation Manual Release.** An RM release is a written document that: states one or more Reclamation-wide requirements; sets the framework and provides direction for management decisions; initiates or governs actions, conduct, or procedures; and/or

¹ Departmental Manual Part 381, Chapter 1, *Directives Management*, Section 1.2, Policy, requires each bureau of the Department of the Interior to establish and maintain a directive system.

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establishes results to be achieved. The four types of RM releases are: Delegations of Authority, Policy, D&S, and Temporary Reclamation Manual Releases (TRMR). The types of RM releases are described in detail in Paragraph 3 of TRMR D&S, *Managing the Reclamation Manual*, RCD TRMR-15.

3. **Responsibilities.**

- A. **Commissioner.** The Commissioner approves all RM releases and reviews and approves/disapproves requests for waivers. The Commissioner's authority may be redelegated in accordance with the Departmental Manual, Executive Order, OMB, or Secretarial Order.
- B. **Reclamation Senior Executive Service.** Reclamation Senior Executives will:
 - (1) Support development, revision, and review of RM releases, as specified in Paragraph 4.
 - (2) Communicate RM requirements to staff and affected parties.
 - (3) Provide adequate oversight effort to verify effective implementation of the RM and improve implementation when determined to be necessary.
- C. **Director, Office of Program and Policy Services.²** The Director, Office of Program and Policy Services (OPPS) is responsible for managing the RM. Requirements for operation and maintenance of the RM are described in TRMR D&S, *Managing the Reclamation Manual*, RCD TRMR-15. The Director, OPPS will also:
 - (1) Assist with the RM request-for-waiver process outlined in TRMR D&S, *Request for Waiver from a Reclamation Manual Requirement and Approval/Disapproval of the Request*, RCD TRMR-16.
 - (2) Support the oversight function for the RM (Paragraph 3.B.(3)).
 - (3) Provide training support related to the RM (Paragraph 3.D.(1)).
- D. **Reclamation Managers and Supervisors.** Managers and Supervisors will:

²These responsibilities are in addition to those associated with this position as a member of the Reclamation Leadership Team and the Senior Executive Service.

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- (1) Be aware of and communicate RM requirements pertinent to their work area. They will provide training to employees as appropriate, and promote effective and appropriate implementation.
 - (2) Ensure products and services obtained through contract in their work areas are delivered in compliance with RM, statutory, regulatory, Executive Order, OMB, Secretarial Order, or Departmental requirements applicable to Reclamation.
- E. **Reclamation Employees.** Reclamation employees are responsible for knowing and complying with RM requirements associated with their work.
4. **Characteristics of Development of Reclamation Manual Releases.** The following will be evidenced in the RM release development process:
- A. **Authority for Reclamation Manual Requirements.** Requirements stated in RM releases will be based upon and consistent with statutory, regulatory, Executive Order, OMB, Secretarial Order, or Departmental requirements such as, but not limited to:
- (1) The Constitution and national law (e.g., the Clean Water Act, the Endangered Species Act);
 - (2) The Reclamation Act of 1902, as amended and supplemented, and Reclamation project-specific legislation;
 - (3) Regulations issued by other agencies, such as Occupational Safety and Health Administration and Environmental Protection Agency, that affect Reclamation;
 - (4) Executive Orders, OMB Circulars, and Bulletins;
 - (5) Departmental Manual and requirements established by the Secretary of the Interior and the Assistant Secretary for Water and Science; and
 - (6) Authority delegated to the Commissioner.
- B. **Centrally Developed Requirements for Decentralized Implementation.** Development of RM releases will be accomplished through collaborative effort and an inclusive approach among various components and levels throughout Reclamation, utilizing staff from the Denver and Washington, DC, offices. The desired result is a cooperative balance between a centralized RM release development effort and effective decentralized implementation. This method will promote the likelihood that local decisionmaking will be consistent with Reclamation's corporate philosophy and stewardship responsibilities.

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- C. **Communication with Potentially Affected Outside Entities.** RM releases will be readily available on <http://www.usbr.gov/recman> to allow customers, partners, stakeholders, etc., access to the releases, including a point of contact for additional information.
 - D. **Identification of Value.** All RM releases will add value toward accomplishing Reclamation's mission. Each RM release will state a purpose which identifies the benefits to be realized.
 - E. **Identification of Roles, Responsibilities, and Decisionmaking Processes.** Concise statements of roles, responsibilities, and requirement-related decisionmaking processes will be included in RM releases.
5. **Requesting a Waiver from a Reclamation Manual Requirement.** Adherence to requirements in the RM is mandatory unless a request for waiver has been approved. Requirements for a request for waiver and disposition of requests are provided in TRMR D&S, *Request for Waiver from a Reclamation Manual Requirement and Approval/Disapproval of the Request*, RCD TRMR-16.